UNITED
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Secretariat

ST/IC/1991/9
15 February 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION BOARD AND OF THE HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by the Staff Council, has appointed the following officials as members and alternate members of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee to serve for one year as of the date of the publication of the present circular.

I. APPOINTMENT AND PROMOTION BOARD

Members

**Ms. Jacqueline Dauchy	Codification Division, Office of Legal Affairs
**Mr. Shozo Nakada	Technical Operations and Publications Service, Dag Hammarskjöld Library, Department of Conference Services

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* Personnel Manual index No. 4110.

** Members nominated by the Staff Council.

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Mr. Cristián Ossa	General Analysis and Policies Division, Office for Development Research and Policy Analysis, Department of International Economic and Social Affairs
**Mr. Naeem Rathore	Unit for Special Political Questions and Regional Cooperation, Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship
Ms. Carole Thompson	Electronic Services Division, Office of General Services
Mr. Eugeniusz Wyzner	Under-Secretary-General for Conference Services and Special Assignments
The Assistant Secretary-General for Human Resources Management or his representative as ex-officio member	

Alternate members

Mr. Hedi Annabi	Office of the Special Representative of the Secretary-General for Humanitarian Affairs in South-East Asia
**Mr. Konstantin Batyguine	Advisory and Information Services Division, Centre on Transnational Corporations
Mr. Lwanyantika Masha	Department of Public Information
Ms. D. Pastizzi-Ferencic	Natural Resources and Energy Division, Department of Technical Cooperation for Development
**Ms. Sue S. C. Tang	Policy Analysis and Research Division, Centre on Transnational Corporations
***Mr. Benny Widyono	Regional Commissions Liaison Office
**Mr. Yeun-Chung Yu	Statistical Office, Department of International Economic and Social Affairs

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*** Member nominated at the request of staff associations at other duty stations.

II. APPOINTMENT AND PROMOTION COMMITTEE

Members

Ms. Sulafa Al-Bassam	Office of Programme Planning, Budget and Finance, Department of Administration and Management
**Mr. Kwaku Aning	Centre for Science and Technology for Development
**Mr. Paul Emerson	Department of International Economic and Social Affairs
**Ms. Hazelien Featherstone	Department of Administration and Management
Ms. Cristina Hannig	Department of International Economic and Social Affairs
Mr. Edward Tsui	Office of the Director-General for International Economic Cooperation
The representative of the Office of Human Resources Management as ex-officio member	

Alternate members

**Ms. Maria Almeida	Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship
**Mr. Demetrios Argyriades	Department of Technical Cooperation for Development
**Ms. Silvana Da-Silva	Department of Disarmament Affairs
Mr. Felix Downes-Thomas	Offices of the Secretary-General, Office for Special Political Affairs
Mr. Cecil K. Y. Ee	Investment Management Service, United Nations Joint Staff Pension Fund
**Ms. Tahani El-Erian	Department of Conference Services
Ms. Patricia L. Kabbah	Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship

Mr. Ali Khamis	Office of Programme Planning, Budget and Finance, Department of Administration and Management
**Mr. Dennis Koon	Department of Conference Services
Ms. Robin Ludwig	Department of Political and Security Council Affairs
Ms. Silvia Mullan	Department of Conference Services
**Ms. Paula Refolo	Department of Public Information
Ms. Karin Rudolph	Office of Legal Affairs
**Ms. Michèle Sakurai	Department of Conference Services

2. Ms. Lois East will continue to serve as Secretary of the Appointment and Promotion Board and the Headquarters Appointment and Promotion Committee.

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Secretariat

ST/IC/1991/10
15 February 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION PANEL*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Panel to serve for one year as of the date of the publication of the present circular.

Members

Ms. Larisa BABYNINA	Publishing Division, Department of Conference Services
Mr. Mohinder BHUTANI	Minerals Resources Branch, Natural Resources and Energy Division, Department of Technical Cooperation for Development
Mr. Andras BLAHO	Development Analysis Branch, General Analysis and Policies Division, Department of International Economic and Social Affairs
Ms. Gertrude BLAKE	Office for Ocean Affairs and the Law of the Sea
**Mr. Ahsen A. CHOWDHURY	Secretariat of the United Nations Joint Staff Pension Board and Committee

* Personnel Manual index No. 4120.

** Members nominated by the Staff Council.

**Mr. Franco G. ERCOLINI	Secretariat of the United Nations Joint Staff Pension Board and Committee
Ms. Maria Victoria GIBSON	Fellowship Service, Programme Support Division, Department of Technical Cooperation for Development
**Ms. A. Juliette GRIFFITH	Internal Audit Division, Department of Administration and Management
**Ms. Graciela HALL	Special Programmes Section, Communications and Project Management Division, Department of Public Information
Mr. Paul KAZAROV	Reproduction Plant, Reproduction Section, Publishing Division, Department of Conference Services
Ms. Pamela MAPONGA	Publicity, Assistance and Promotion of International Action Branch, Centre Against Apartheid, Department of Political and Security Council Affairs
**Mr. Jorge MELVANI	Buildings Management Service, Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Doretta MIRAGLIA	Contracts and Procurement Service, Programme Support Division, Department of Technical Cooperation for Development
**Mr. McDonald MURRAY	Development Forum, Information Products Division, Department of Public Information
**Ms. Denise OPPERMAN	Technical Operations and Publications Service, Dag Hammarksjöld Library, Department of Conference Services
**Mr. Thomas PRENDERGAST	Electronic Magazines and Feature Service, Information Products Division, Department of Public Information
Ms. Eslyn M. SYLVESTER	Editorial Unit, Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship
**Mr. Norbert WILLIAMS	Security and Safety Service, Office of General Services

The representative of the Office of Human Resources Management as ex-officio member

Alternate members

Mr. Abdelhamid ABDELJABER	News Distribution Section, Office for Research and the Collection of Information
Mr. Jameleddine BEN YAHMED	Meetings Coverage Section, Information Products Division, Department of Public Information
**Ms. Reena BHANDARI	Communications Service Section, Communications and Project Management Division, Department of Public Information
Ms. Janet CAMPBELL	Buildings Management Service, Office of General Services
Ms. Ana L. CORTEZ	International Economic Relations Branch, General Analysis and Policies Division, Department of International Economic and Social Affairs
**Mr. Thomas E. CROSSAN	Security and Safety Service, Office of General Services
**Mr. Frank EPPERT	General Legal Division, Office of Legal Affairs
**Mr. Alexandre FEDORCHENKO	Editorial Services, Editorial and Official Records Division, Department of Conference Services
**Ms. Alida FERRENA	Secretariat of the Advisory Committee on Administrative and Budgetary Questions, Office of Programme Planning, Budget and Finance, Department of Administration and Management
**Ms. Noriko K. GINES	Technical Operations and Publications Service, Dag Hammarskjöld Library, Department of Conference Services
Mr. Pierre KALENZAGA	Division for Decolonization and Trusteeship, Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship
**Ms. Sylvia C. LEONARD	Commercial, Purchase and Transportation Service, Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management

Ms. Ruth MARK	Buildings Management Service, Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Joan MATHANGANI	Buildings Management Service, Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management
Mr. Barry MIRKIN	Population Division, Department of International Economic and Social Affairs
**Mr. Alvin B. MITCHELL	Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Colette MNINSKI	Unit for Peace-Keeping Matters and Special Assignments, Financial Management and Control Division, Office of Programme Planning, Budget and Finance, Department of Administration and Management
**Ms. Dorothy WOO	Policy Analysis and Research Division, United Nations Centre on Transnational Corporations

2. Ms. Janine Lockshin will continue to serve as Secretary of the Appointment and Promotion Panel.

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Secretariat

ST/IC/1991/11
15 February 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

1. A competitive examination for Chinese editorial assistants will be held on 21 June 1991 in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese editorial assistants at the G-7 level in the Official Records Editing Section, Department of Conference Services, will be filled.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories.

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of Chinese, English and either French or Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of those languages by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses in the United Nations must substantiate their claim to knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired their knowledge of the language claimed;

(c) Candidates who do not have a working knowledge of French or Spanish may be admitted to the examination provided that they furnish proof of enrolment in the United Nations Language Training Programme in either French or Spanish at the time

of the examination. In this case they will take the first part of the examination (see para. 5 (a)) only in English;

(d) Be able to type neatly and accurately in Chinese and English.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The Board's decisions are final.

5. The written examination will consist of:

(a) Preparation and typing (on a typewriter) of texts in Chinese using models in English and either French or Spanish; and typing in English of a short corrected text in English (3 hours);

(b) Questions on research and verification techniques (1 hour and 45 minutes);

(c) Questions on United Nations documentation, including types, series and symbols (30 minutes);

(d) Questions on the structure of the United Nations system and the names of major international organizations (45 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written examination. The purpose of the interview is to assess the candidate's suitability to perform as an editorial assistant, including ability to work as a member of a team. The interview is an integral part of the examination; therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

7. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster, which will be established on the basis of the ranking of the candidates' scores in the written examination. All candidates will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual scores.

8. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not complete successfully the trial period will be reassigned to posts at their previous level and the special post allowance will be discontinued.

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9. Staff members who are successful in the examination in Chinese and English but who do not have a working knowledge of either French or Spanish and therefore, who do not pass this component of the examination, will be assigned at the G-5 level. Subsequently, staff members who regularly attend the language classes in either French or Spanish during the two-year trial period and who complete the trial period successfully, will be granted a special post allowance to G-6 level. Finally, those staff members who are successful in the language proficiency examination in either French or Spanish, and who are recommended by the Department of Conference Services and by the Office of Human Resources Management will have to take the first part of the examination (see para. 5 (a)) in French or Spanish before being promoted to the G-7 level.

10. The main duties and responsibilities of an editorial assistant are as follows:

(a) To research and verify references needed by the editors and to check the accuracy of texts from sound recordings of speeches;

(b) To prepare tables of contents, check-lists and other prefatory matter for printing;

(c) To type cover pages for printed official records;

(d) To maintain a complete file of relevant documents received and to retire to archives all essential records after the editors have completed their work.

Editorial assistants will be required to use word-processing equipment. Training, if necessary, will be provided.

11. Staff members applying for this examination should complete the attached form and submit it, not later than 10 May 1991, to the following office:

Competitive Examination for Chinese Editorial Assistants
General Service Staffing Section
Recruitment and Placement Division
Room DC1-222
United Nations Secretariat
New York, N.Y. 10017

12. A sample examination may be obtained from the Examinations and Tests Section, room S-2575.

APPLICATION

COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS 1/
(Print or type)

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

What is your main language? /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 3/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (Name and location)

B. Educational qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree or equivalent	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

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Notes

1/ Staff members applying for this examination MUST COMPLETE THIS APPLICATION FORM. Applications which are incomplete or do not include essential information or documentation (photocopies of documentation should be submitted) will be returned to the staff member FOR COMPLETION AND RESUBMISSION BEFORE THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications WILL NOT BE GRANTED. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions in paragraph 3 (b) of this circular.

This portion will be returned to you to acknowledge receipt of your application.

1991 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

The information below will be used as your mailing label. Please print or type legibly.

Name _____ DATE RECEIVED AT GSS/OHRM

Office _____ Room No. _____

UNITED
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Secretariat

ST/IC/1991/12
15 February 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for General Services

Subject: TRAVEL AND SHIPPING RESTRICTIONS

1. The purpose of the present circular is to inform staff members of the effect that the current situation between Iraq and Kuwait may have on their official travel arrangements and the shipment of household goods and personal effects.

2. A number of countries and air carriers are introducing restrictions that should be borne in mind when planning official travel and the shipment of goods by air freight.

Travel and visa arrangements

3. With respect to travel reservations, travellers should be fully aware of all instructions put forward by the United Nations security co-ordinators for specific areas around the world and must comply with them fully. A copy of the instructions is available for consultation from the Travel Unit, room S-2011 at Headquarters and at similar offices elsewhere.

4. All staff members should examine their travel documents periodically to ensure that the documents are valid in the event that they are required to undertake official travel on short notice.

5. Travellers should be aware that various airlines are enforcing ad hoc procedures with regard to security checking prior to boarding and are therefore requiring travellers to check in approximately three hours ahead of departure time. All checked baggage is subject to physical search and positive baggage matches are being utilized by many carriers to ensure that any passenger who checks a bag takes the flight for which the bag is checked. In addition, new restrictions are being introduced on the carriage of cargo on aircraft, resulting in flight delays.

Household goods and personal effects

6. Air shipments are being screened prior to loading. Some airlines have elected not to accept household goods or personal effects for shipment. Articles such as liquor and household cleaning fluids are being inspected for content and correct packaging and may in some instances be disallowed. Electrical equipment may be inspected and should be packaged separately from other household items for easy access by the inspectors.

7. Items that are packaged by the owners (i.e. not professionally packed) are, in most cases, rejected for carriage or are subjected to verification by physical inspection. It is understood that to date shipments that are packed by professional packaging companies where an itemized packaging list is provided stand the least chance of rejection. Hence, it is advisable to select a packaging company to pack the shipment.

8. All shipments will be subject to mandatory delay prior to carriage and routings are at the convenience of the carrier. The shipping date and routing information will be released only after the shipment has reached its destination.

9. The cancellation of many international flights has resulted in less available cargo space. Also, the shipment of household goods and personal effects is considered by many air carriers as low priority cargo and is therefore subject to unloading at intermediate points en route to their destination. It is therefore advisable that staff members commence the procedures for initiating their shipments well in advance of the time normally required.

10. The staff will be kept informed of further developments in this matter.